

JOB DESCRIPTION

Position title:	President-Elect	Effective:	8/1/2018
Reports to:	President	Status:	Volunteer
Level:	Executive Board Member, Chapter	Term:	2 years

Position Summary

Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities.

Responsible To:

- The members of the chapter
- The chapter president

Position Responsibilities

- Perform all special projects as assigned by the president.
- Upon request, assist all officers in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly membership and board of directors' meetings.
- If serving as incoming President for the next year, will serve as the chair of Nominating Committee, develop a slate of qualified candidates for open positions on the board of directors in accordance with the bylaws. Communicate the nominees to fill open positions to the membership for a vote.
- Be a mentor to select board positions as identified by the President.
- Serve as the co-chair of the chapter annual conference. In the absence of the Conference Chair, will serve as the chairperson.
- Participate in the annual SHRM Volunteer Leadership Summit.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Recommend community service projects to be supported by the chapter.
- Maintain communication with the state council and SHRM staff as needed.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Upon completion of the position's term, assist the incoming President-Elect to assure a smooth transition of responsibilities and continuity of knowledge and resources.



Requirements:

- Must be an SHRM member in good standing for entire term of office.
- Must be willing to attend SHRM functions and work in a consistent timely fashion.
- SHRM-CP or SHRM-SCP Certification preferred.
- Must be willing to be in succession plan for the President and Past-President positions.

Resources Available:

- SHRM supplies the following resources for chapter President-Elects:
 - SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook
 - Chapter Best Practices
 - SHRM Guide to Chapter Financial Management
 - SHRM-Approved Graphics
 - SHRM Graphics Standards Manual for Affiliates
 - Fundamentals of Chapter Operations
 - SHRM Strategic Planning Toolkit
 - Succession Planning for Your Chapter Board of Directors

And MUCH MORE...available online at the [SHRM's Volunteer Leader Resource Center](#).

Note: Check for new and updated resources that are continually being developed.